



Seaford Town Council

Seaford Town Council Assets & Facilities Agenda – 20 November 2025

To the Members of the Assets & Facilities Committee

Councillors O Honeyman (Chair), R Honeyman (Vice Chair), S Ali, S Dunn, F Hoareau, G Rutland, S Markwell, J Meek and L Wallraven

A meeting of the **Assets & Facilities** will be held in the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Thursday, 20 November 2025** at **7.00pm**, which you are summoned to attend.

Darryl Keech
Deputy Town Clerk
7 November 2025

PLEASE NOTE:

- **PUBLIC ARRIVAL TIME IS BETWEEN 6.45PM – 6.55PM, AFTER WHICH THE FRONT DOOR WILL BE LOCKED AND PUBLIC WILL NOT BE ABLE TO GAIN ACCESS TO THE MEETING**
- The meeting will be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting
- See the end of the agenda for further details of public access and participation
- Councillor queries on agenda items should be reserved for the meeting so the answer and any subsequent points are shared with all councillors. If however a councillor has a question that officers may need to know in advance to prepare a response, please send this through the contact officer of the report so an answer can be prepared to be shared verbally at the meeting, rather than in advance of the meeting via email

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. Public Participation

To deal with any questions, or brief representations, from members of the public physically in the meeting room, in accordance with relevant legislation and Seaford Town Council Policy.

4. Assets & Facilities Update – November 2025

To consider report 105/25 updating the committee on progress and actions relating to the Town Council's assets and facilities (pages 6 to 12).

5. Assets & Facilities Income & Expenditure Report up to 30 September 2025

To consider report 99/25 informing the Committee of income and expenditure up to 30 September 2025 (pages 13 to 21).

6. Assets & Facilities Committee Draft Budget Report 2026 - 2027

To consider report 102/25 presenting the Assets & Facilities Draft Budget for 2026 - 2027 for consideration and recommendation to the Finance & General Purposes Committee (pages 22 to 40).

7. Establishment of a Concessions Working Group

To consider report 103/25 proposing to establish a Concessions Working Group, in accordance with the Town Council's strategic plan, and to set the group's terms of reference (pages 41 to 43).

8. Exclusion of the Press & Public

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next item of business for the reasons as set out below.

The resolutions of the item will be recorded publicly in the minutes of this meeting.

The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below.

Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.

9. Hurdis House Options Appraisal & Recommendations - EXEMPT

To consider exempt report 101/25 providing the Committee with the options appraisal and subsequent recommendations in relation to Hudis House, 10 Broad Street (exempt pages).

Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's assets

Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party.

AGENDA NOTES

For further information about items on this Agenda please contact:

Steve Quayle, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: meetings@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

All Town Councillors and registered email recipients.

Public Access:

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited. The Town Council therefore asks that you contact

meetings@seafordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

Public Access to the Venue:

If you are attending the meeting in person, please arrive between 6.45 – 6.55pm where you will be shown into the meeting for a 7.00pm start.

Please note that the front door of the building will be locked at 6.55pm and remain locked during the meeting for security reasons. As such, if you arrive after this time, you will not be able to access the meeting.

When members of the public are looking to leave, they must be escorted out of the building by a Town Council officer. There is also a signposted back door which can be exited through if required.

Entrance through the rear fire escape of the building will not be allowed

Public Participation:

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be relevant to an item on the agenda for this meeting.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.
4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Public Comments

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all councillors.

Comments can be submitted by email to meetings@seafordtowncouncil.gov.uk or by post to the Town Council offices.



Seaford Town Council

Report No:	105/25
Agenda Item No:	4
Committee:	Assets & Facilities
Date:	20 November 2025
Title:	Assets & Facilities Update Report – November 2025
By:	Sharan Brydon, Operations & Facilities Manager
Purpose of Report:	To update the Committee on progress and actions relating to the Town Council's assets and facilities

Actions

The Committee is advised:

1. To consider the updates within the report.
2. To move to a vote on the motion below.

Recommendations

The Committee is recommended:

1. To note the contents of the report.

1. Introduction

- 1.1** Presented below is the Assets & Facilities update, set out in alphabetical order of the terms of reference headings, which was adopted at the annual meeting by Full Council in early May 2025.
- 1.2** The intention is to use these terms of reference to present an update report to each committee. This is to ensure that the committee is receiving an update across its areas of responsibility but also as a means to make sure that the terms of reference are correct in practice and fit for purpose.
- 1.3** All updates are for noting but any questions or comments from the committee are welcomed.

2. Beach Huts

2.1 Bönningstedt Beach Huts

2.2 No specific update for this meeting.

2.3 West View Seasonal Beach Huts

2.4 As agreed by the Community Services Committee in March 2025, a daily hire scheme was introduced for the 2025 West View Beach Hut season (May to September 2025). Officers are in the process of analysing the performance of this compared to previous years. A report will be brought back to this Committee in February 2026 to review the 2025 season and agree the approach for the 2026 season.

2.5 Lifeguards Hut

2.6 Officers have been approached by Seaford Lifeguards for permission to put two containers in the Esplanade Car Park to serve as a lifeguard station. This would replace their need to both the lifeguard beach hut and the boat store at The Salts. Officers are working with Seaford Lifeguards to work up a proposal that will be brought back to Full Council in due course.

2.7 Martello Beach Huts

2.8 Following inspection and quotes being sourced, beach huts 54 & 58 are awaiting new doors, which are in the process of being made.

3. Bus Shelters

3.1 Bus Shelters

3.2 The inspection of the bus shelters has been rescheduled due to other competing deadlines. This inspection is to review each bus shelter location and look at any maintenance required to be scheduled into the Maintenance Officer's workplan.

4. CCTV

4.1 Officers are continuing to obtain and review quotes for CCTV options available.

5. Concessions & Street Trading

5.1 There are no specific operational updates for this meeting. A report appears elsewhere on this agenda regarding establishing a Concessions Working Group to review the Town Council's concession arrangements. A report is

also due to be presented to the Finance & General Purposes Committee in December setting out the proposed concessions tender process to be followed for those concessions due for renewal in 2026.

6. Esplanade Car Park

6.1 No specific update for this meeting.

7. Events (Town Council events – not civic events - and external events on Town Council land)

7.1 The following figures relate to external events on Town Council land between August and October 2025:

(a) Martello Fields – 10 bookings – boot fairs, Seaford Bonfire Society's Summer Fayre, Seahaven Pride and Seaford Bonfire Society event

(b) South Hill Barn – 0 bookings

(c) Promenade – 1 booking – Macmillan Mighty Hike

(d) The Crouch – 1 booking

(e) The Salts – 0 bookings

(f) Street Markets – 6 bookings – Seaford Street Market

7.2 Seaford Christmas Magic

7.3 This year's Seaford Christmas Magic event is taking place on Saturday 29 November 2025.

7.4 The event is managed and delivered by the Seaford Christmas Magic Committee. This committee is not a formal committee of the Town Council's and is made up of representatives from Seaford Chamber of Commerce, Seaford Street Market, and Seaford Town Council councillors and officers.

7.5 The committee have now welcomed a representative of the towns shop traders to the committee.

7.6 Road closures will be in place on Broad Street, lower High Street, Church Street, and Place Lane for this year's event. The closed areas will accommodate market stalls, small funfair rides, and street food vendors.

7.7 The committee have been successful in securing sponsorship from businesses within the community to help support the event for the stage, grotto gifts and the lantern parade.

7.8 The main stage is to be situated at the top of Broad Street and will be jointly managed by committee volunteers and Seahaven FM.

- 7.9** Sussex Contemporary Illustrators and Printmakers (SCIP) have been delivering a series of lantern-making workshops for local schools, youth groups, and residents in care homes.
- 7.10** Promotional materials have been produced and distributed by the committee partners via social media, press releases, and a local radio interview.
- 7.11** Remembrance Commemorations
- 7.12** Organised by the Royal British Legion, the Remembrance Sunday service and parade will be held from 10.30am at Seaford War Memorial. The Seaford Silver Band will play hymns during the wreath laying, with the memorial service starting at 11am to include two minutes silence and prayers.
- 7.13** After the service, the parade will march to St. Leonard's Church for a Service of Remembrance and a gathering at the Seaford British Legion afterwards.
- 7.14** The Mayor of Seaford will be in attendance to lay a wreath on the town's behalf.
- 7.15** The Commonwealth Service of Remembrance would usually take place on the Tuesday following Remembrance Sunday, however, as this year that would fall on Armistice Day, the Commonwealth Service of Remembrance will take place on Tuesday 18 November at Seaford Cemetery from 10.30am.
- 7.16** In addition to the services, and as per a recent [press release](#) issued, the Town Council has worked with Plumbwells Plumbing Ltd to display lamppost poppies again this year throughout the town, serving as a poignant tribute to those who gave their lives in service to their country, as well as to those who continue to serve today.
- 7.17** Armed Forces Day
- 7.18** Officers are in the early stages of reviewing the options for Armed Forces Day in June 2026, as requested by Full Council in March 2025. A report will be brought back to this Committee in February 2026 for consideration.

8. Hurdis House

- 8.1 An exempt report appears elsewhere on this agenda for the Committee to consider options available with Hurdis House and make recommendations to Full Council for consideration.

9. Martello Café

- 9.1 Officers have attended the Martello Café to undertake internal repair works, including resealing a heater that had come away from the wall and carrying out plug socket repairs within the kitchen area.

10. Martello Tower

- 10.1 No specific update for this meeting.

11. Memorials (including benches, trees and The Shoal)

- 11.1 Jon Freeman - on 23 October 2025, Full Council agreed that a memorial bench would be installed for Jon, recognising his commitment as a past serving town councillor and Mayor of Seaford, and his contribution to various other projects and initiatives throughout the town and the wider community.
- 11.2 Officers are liaising with Jon's family with regards to agreeing a site to place a memorial bench.
- 11.3 Officers will give further updates as and when they become available.

12. Old Town Hall

- 12.1 No specific update for this meeting.

13. Public Toilets

- 13.1 Martello, Salts & South Street toilets
- 13.2 All sites have now moved to winter opening times - October to March 8am to 6pm
- 13.3 Due to a lower footfall during these months a reduced cleaning schedule is also operated at each site.
- 13.4 Changing Places Facility
- 13.5 A replacement door has been ordered. As the units are made to order, officers are currently awaiting confirmation of the expected delivery date.

14. Street Furniture (including bins, noticeboards, lighting and non-memorial benches)

14.1 Seaford in Bloom

14.2 This planting has been incorporated into the forthcoming grounds maintenance contract, which is scheduled to begin on 1 April 2026.

14.3 Sutton Park War Memorial

14.4 No specific update for this meeting.

15. The Crypt

15.1 No specific update for this meeting.

16. The View

16.1 No specific update for this meeting.

17. Other assets & facilities as per the Town Council's Fixed Asset Register and not within the remit of the Golf, Open Spaces & Climate Action Committee

17.1 Bönningstedt Wall

17.2 No specific update for this meeting

17.3 Christmas Lights

17.4 Installation is scheduled for 17th November, with the official light switch-on taking place during the Christmas Magic event on 29th November.

17.5 Promenade Lighting

17.6 Following high winds and storms this autumn, the promenade lights from Splash Point through to Martello Café/Toilets have seen further ingress after works took place at the end of summer 2025.

17.7 Officers are obtaining further advice on potential repair or replacement of the lamppost heads to assess whether this would provide a suitable resolution.

17.8 Promenade Shelters

17.9 No specific update for this meeting

17.10 Graffiti Vandalism

17.11 Graffiti vandalism is continuing to be found across Town Council assets, which officers are reporting and working with other partners or stakeholders where appropriate.

18. Projects Log

- 18.1** At its meeting in October 2025, Full Council adopted a new 2025 – 2027 Strategic Programme, which identifies the key strategic aims and projects of the Town Council until October 2027.
- 18.2** The adoption of this new strategic plan has superseded the individual committee project logs, including the Assets & Facilities Projects Log, that has historically been presented to this Committee.
- 18.3** Progress against the revised strategic plan will be presented to each Full Council meeting and officers will now need to review what updates, and in which format, are brought to the relevant committees in addition to the operational updates that are presented as per the above.

19. Financial Appraisal

- 19.1** There are no direct financial implications as a result of this report.

20. Contact Officer

- 20.1** The contact officer for this report is Sharan Brydon, Operations & Facilities Manager.



Seaford Town Council

Report No:	99/25
Agenda Item No:	5
Committee:	Assets & Facilities
Date:	20 November 2025
Title:	Assets & Facilities Income & Expenditure Report up to 30 September 2025
By:	Lucy Clark, Finance Manager
Purpose of Report:	To inform the Assets & Facilities Committee of Income and Expenditure up to 30 September 2025

Actions

The Committee is advised:

1. To consider and discuss the contents of the report.
2. To move to a vote on the motion below.

Recommendations

The Committee is recommended:

1. To note the contents of the report.

1. Information

1.1 Attached at **Appendix A** is the detailed income and expenditure for the period of 1 April 2025 – 30 September 2025 for the Assets & Facilities Committee, compared with the annual budget.

1.2 The significant variances are attached at **Appendix B**.

2. Financial Appraisal

2.1 This report represents the income and expenditure figures from 1 April 2025 to 30 September 2025.

2.2 The overall income currently stands at £167,325 representing a 72.4% of the annual budget.

2.3 This is primarily due to beach hut rent and site licences being invoiced and paid early in the year, alongside some concession payments being made quarterly in advance.

2.4 Overall, expenditure currently stands at £222,150, representing 68.8% of the annual budget. However, with the use of £58,893 covered by Ear Marked Reserves, this brings the expenditure down to £163,257 representing 49.09% of budget and is just under expectations for this period.

3. Contact Officer

3.1 The Contact Officer for this report is Lucy Clark, Finance Manager

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Assets and Facilities								
<u>103 The View</u>								
1050	Income Rent	32,425	48,750	16,325			66.5%	
1093	Income Rates	3,392	5,848	2,456			58.0%	
The View :- Income		35,817	54,598	18,781			65.6%	0
4051	Rates	3,392	5,848	2,456		2,456	58.0%	
4115	Insurance	3,071	3,030	(41)		(41)	101.4%	
4261	General Maintenance	0	1,000	1,000		1,000	0.0%	
4270	Vehicles & Equipment Maint	125	1,000	875		875	12.5%	
4275	Building Maintenance	4,259	4,092	(167)		(167)	104.1%	
4279	Fire & Security	507	752	245		245	67.5%	
The View :- Indirect Expenditure		11,355	15,722	4,367	0	4,367	72.2%	0
Net Income over Expenditure		24,462	38,876	14,414				
<u>104 The View Capital Costs</u>								
4301	Public Works Loan Payment	52,488	105,000	52,512		52,512	50.0%	
The View Capital Costs :- Indirect Expenditure		52,488	105,000	52,512	0	52,512	50.0%	0
Net Expenditure		(52,488)	(105,000)	(52,512)				
<u>109 Memorials</u>								
4052	Water & Sewerage	79	190	111		111	41.4%	
4115	Insurance	266	266	0		0	99.9%	
4204	War Memorial (Sutton Road)	0	800	800		800	0.0%	
4250	Memorial Bench	25	2,500	2,475		2,475	1.0%	
4254	Martello Entertainments Area	22,550	0	(22,550)		(22,550)	0.0%	9,770
4255	The Shoal Maintenance	0	500	500		500	0.0%	
Memorials :- Indirect Expenditure		22,920	4,256	(18,664)	0	(18,664)	538.5%	9,770
Net Expenditure		(22,920)	(4,256)	18,664				
6000	plus Transfer from EMR	9,770	0	(9,770)				
Movement to/(from) Gen Reserve		(13,150)	(4,256)	8,894				
<u>113 Crypt</u>								
1057	Income Electricity Recharge	333	1,800	1,467			18.5%	
1058	Income Water Recharge	96	315	219			30.5%	
1063	Income Gas Recharge	188	1,148	960			16.4%	
Crypt :- Income		617	3,263	2,646			18.9%	0

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water & Sewerage	96	315	219		219	30.5%	
4055 Electricity	333	1,800	1,467		1,467	18.5%	
4056 Gas	188	1,148	960		960	16.4%	
4115 Insurance	319	320	1		1	99.7%	
4154 Land Registry Fees	300	0	(300)		(300)	0.0%	
4275 Building Maintenance	0	10,000	10,000		10,000	0.0%	
4279 Fire & Security	110	150	40		40	73.3%	
Crypt :- Indirect Expenditure	1,346	13,733	12,387	0	12,387	9.8%	0
Net Income over Expenditure	(729)	(10,470)	(9,741)				
114 Public Toilets							
4115 Insurance	626	627	1		1	99.9%	
4203 Public Toilet Cleaning	17,294	53,500	36,206		36,206	32.3%	
4275 Building Maintenance	4,459	2,380	(2,079)		(2,079)	187.3%	
4502 Toilet Hire	150	0	(150)		(150)	0.0%	
Public Toilets :- Indirect Expenditure	22,529	56,507	33,978	0	33,978	39.9%	0
Net Expenditure	(22,529)	(56,507)	(33,978)				
115 Martello Tower							
4115 Insurance	3,590	3,590	0		0	100.0%	
4275 Building Maintenance	0	18,000	18,000		18,000	0.0%	
Martello Tower :- Indirect Expenditure	3,590	21,590	18,000	0	18,000	16.6%	0
Net Expenditure	(3,590)	(21,590)	(18,000)				
118 Beach Huts							
1054 Income Other	460	0	(460)			0.0%	
1057 Income Electricity Recharge	41	50	10			81.0%	
1060 Beach Huts Site Licence	29,004	28,987	(17)			100.1%	
1061 Beach Hut Annual Rent	11,903	13,222	1,320			90.0%	
1094 Income Seasonal Beach Huts	10,587	14,000	3,413			75.6%	
Beach Huts :- Income	51,993	56,259	4,266			92.4%	0
4051 Rates	3,075	5,045	1,970		1,970	60.9%	
4052 Water & Sewerage	368	480	112		112	76.6%	
4055 Electricity	124	1,006	882		882	12.3%	
4115 Insurance	678	565	(113)		(113)	120.0%	
4156 Bank Charges	11	0	(11)		(11)	0.0%	
4258 Seasonal Beach Hut Revenue Exp	7,693	13,500	5,807		5,807	57.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4259 Bönningstedt Wall	45,973	0	(45,973)		(45,973)	0.0%	45,973
4275 Building Maintenance	29	900	871		871	3.2%	
4502 Toilet Hire	713	1,313	600		600	54.3%	
Beach Huts :- Indirect Expenditure	58,663	22,809	(35,854)	0	(35,854)	257.2%	45,973
Net Income over Expenditure	(6,669)	33,450	40,119				
6000 plus Transfer from EMR	45,973	0	(45,973)				
Movement to/(from) Gen Reserve	39,304	33,450	(5,854)				
<u>121 Seaford in Bloom</u>							
1025 Income Sponsorship	500	500	0			100.0%	
Seaford in Bloom :- Income	500	500	0			100.0%	0
4402 Seaford in Bloom	6,287	6,263	(24)		(24)	100.4%	
Seaford in Bloom :- Indirect Expenditure	6,287	6,263	(24)	0	(24)	100.4%	0
Net Income over Expenditure	(5,787)	(5,763)	24				
<u>130 Other Recreation</u>							
4410 Swimming Pool	0	10,000	10,000		10,000	0.0%	
Other Recreation :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				
<u>134 CCTV</u>							
4055 Electricity	1,183	4,163	2,980		2,980	28.4%	
4115 Insurance	110	110	(0)		(0)	100.1%	
4276 Maintenance - CCTV	3,919	9,718	5,799		5,799	40.3%	
CCTV :- Indirect Expenditure	5,212	13,991	8,779	0	8,779	37.3%	0
Net Expenditure	(5,212)	(13,991)	(8,779)				
<u>135 Events</u>							
4080 D-Day 80	392	2,000	1,608		1,608	19.6%	
4115 Insurance	67	68	1		1	99.1%	
4195 Events Expenditure	83	1,500	1,417		1,417	5.6%	
4273 Christmas Lights	0	10,000	10,000		10,000	0.0%	
4281 Christmas Event Expenses	6,827	6,500	(327)		(327)	105.0%	
Events :- Indirect Expenditure	7,369	20,068	12,699	0	12,699	36.7%	0
Net Expenditure	(7,369)	(20,068)	(12,699)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Lifeguard Hut							
4115 Insurance	51	51	(0)		(0)	100.6%	
4274 Projects Expenditure	6,032	5,000	(1,032)		(1,032)	120.6%	
Lifeguard Hut :- Indirect Expenditure	6,083	5,051	(1,032)	0	(1,032)	120.4%	0
Net Expenditure	(6,083)	(5,051)	1,032				
145 Concessions & Street Trading							
1024 Salts Cafe Concession	15,481	24,000	8,519			64.5%	
1026 South Hill Barn Concession	4,050	3,500	(550)			115.7%	
1027 Splash Point Concession	6,695	6,500	(195)			103.0%	
1028 Martello Cafe Concession	8,897	14,808	5,911			60.1%	
1029 West View Kiosk Concession	6,255	8,340	2,085			75.0%	
1031 Dane Road Concession	7,500	3,600	(3,900)			208.3%	
1032 Marine Parade Concession	16,125	21,500	5,375			75.0%	
1033 Bonningstedt Prom Concession	6,300	6,000	(300)			105.0%	
1034 Bonningstdt Steps Concession	3,500	2,500	(1,000)			140.0%	
1035 Old Town Hall Concession	1,601	2,664	1,063			60.1%	
1036 West View Beach Hut Concession	0	4,900	4,900			0.0%	
1057 Income Electricity Recharge	1,170	12,234	11,064			9.6%	
1058 Income Water Recharge	353	5,356	5,003			6.6%	
1083 Income Street Market	471	471	0			100.0%	
Concessions & Street Trading :- Income	78,397	116,373	37,976			67.4%	0
4052 Water & Sewerage	653	5,343	4,690		4,690	12.2%	
4055 Electricity	1,219	11,375	10,156		10,156	10.7%	
4115 Insurance	538	538	0		0	99.9%	
4275 Building Maintenance	11,722	1,735	(9,987)		(9,987)	675.6%	3,150
Concessions & Street Trading :- Indirect Expenditure	14,131	18,991	4,860	0	4,860	74.4%	3,150
Net Income over Expenditure	64,266	97,382	33,116				
6000 plus Transfer from EMR	3,150	0	(3,150)				
Movement to/(from) Gen Reserve	67,416	97,382	29,966				
146 Martello Changing Places							
4055 Electricity	133	2,000	1,867		1,867	6.6%	
4115 Insurance	112	112	0		0	100.0%	
4275 Building Maintenance	227	400	173		173	56.8%	
Martello Changing Places :- Indirect Expenditure	472	2,512	2,040	0	2,040	18.8%	0
Net Expenditure	(472)	(2,512)	(2,040)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>206 Premises - Hurdis House</u>							
4115 Insurance	540	541	1		1	99.9%	
4154 Land Registry Fees	35	0	(35)		(35)	0.0%	
4155 Professional Fees	1,250	2,000	750		750	62.5%	
4275 Building Maintenance	71	5,000	4,929		4,929	1.4%	
4301 Public Works Loan Payment	7,501	7,500	(1)		(1)	100.0%	
Premises - Hurdis House :- Indirect Expenditure	<u>9,397</u>	<u>15,041</u>	<u>5,644</u>	<u>0</u>	<u>5,644</u>	<u>62.5%</u>	<u>0</u>
Net Expenditure	<u>(9,397)</u>	<u>(15,041)</u>	<u>(5,644)</u>				
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	307	1,000	693		693	30.7%	
Planning & Highways :- Indirect Expenditure	<u>307</u>	<u>1,000</u>	<u>693</u>	<u>0</u>	<u>693</u>	<u>30.7%</u>	<u>0</u>
Net Expenditure	<u>(307)</u>	<u>(1,000)</u>	<u>(693)</u>				
Assets and Facilities :- Income	167,325	230,993	63,668			72.4%	
Expenditure	222,150	332,534	110,384	0	110,384	66.8%	
Net Income over Expenditure	<u>(54,825)</u>	<u>(101,541)</u>	<u>(46,716)</u>				
plus Transfer from EMR	58,893	0	(58,893)				
Movement to/(from) Gen Reserve	<u>4,069</u>	<u>(101,541)</u>	<u>(105,610)</u>				
Grand Totals:- Income	167,325	230,993	63,668			72.4%	
Expenditure	222,150	332,534	110,384	0	110,384	66.8%	
Net Income over Expenditure	<u>(54,825)</u>	<u>(101,541)</u>	<u>(46,716)</u>				
plus Transfer from EMR	58,893	0	(58,893)				
Movement to/(from) Gen Reserve	<u>4,069</u>	<u>(101,541)</u>	<u>(105,610)</u>				

APPENDIX B

Assets & Facilities 2025 - 2026

1000 Codes = Income
4000 Codes = Expenditure

		Financial Variance Report for Assets & Facilities	
		16 July 2025 (Report 50-25)	20-Nov-25
103	The View		
4115	Insurance	This has been fully paid for the year which is the same for all insurance accounts within this Committee. Whilst some cost centres show insurance as slightly overbudget, these are offset by those that are under budget.	As previously reported
4275	Building Maintenance		The budget has now been overspent due to the need to replace the Mikrofill unit in the kitchen.
4279	Fire & Security	The budget is currently higher than the linear % due to upfront payments for annual and quarterly maintenance costs.	As previously reported
109	Memorials		
4115	Insurance	As explained within cost centre 103	As previously reported
4254	Martello Entertainment Area	This cost relates to refunds to all the plaque purchases as previously approved at Full Council. The total costs are expected to reach £31,350; £9,770 of which will come from an earmarked reserve (EMR).	As previously reported
113	The Crypt		
4115	Insurance	As explained within cost centre 103	As previously reported
114	Public Toilets		
4115	Insurance	As explained within cost centre 103	As previously reported
4275	Building Maintenance		When the budget was originally set under the previous committee structure, estimates had to be reallocated across new account codes within the new structure. As a result, some of these reallocated figures were based on best estimates and not always accurate. There may, however, be underspends within other related account codes that will offset this overspend.
115	Martello Tower		
4115	Insurance	As explained within cost centre 103	As previously reported
118	Beach Huts		
1054	Income Other	The unbudgeted income relates to admin fees received following the sale of beach huts	As previously reported
1060	Beach Hut Site Licence	Fully invoiced for this year	As previously reported
1061	Beach Hut Annual Rent	Fully invoiced for this year. The number of huts available to rent out to the public on a 3 year licence has reduced from 10 to 9 (due to one hut being utilised by Seaford Lifeguards) - therefore the income in this account will be slightly lower than budget.	As previously reported
1094	Income Seasonal Beach Huts		The hire structure was changed in 2024/2025 from a fixed weekly hire to a daily hire rate, with a 20% discount offered to bookings exceeding seven days. The aim of this change was to increase flexibility whilst still performing to budget. However, income has remained lower than anticipated, suggesting the new structure as a possible reason. As a result, a review of the current pricing will be undertaken.
4015	Office Refreshments	The expenditure has been coded to the wrong account and will be rectified via a journal in period 3.	The previous error has been rectified and this account no longer shows in the I&E report
4115	Insurance	As explained within cost centre 103	As previously reported
4156	Bank Charges	The unbudgeted expenditure relates to the new PDQ machine used to take the seasonal beach hut bookings.	As previously reported
4259	Bonningstedt Wall	This expenditure was originally approved in November 2024 to be funded from £50K in general reserves. As the spend did not occur in 2024-2025, the £50,000 was transferred into an EMR at year end and is now being drawn down in 2025-2026.	As previously reported
121	Seaford In Bloom		
1025	Income Sponsorship	Fully invoiced for the year	As previously reported
4402	Seaford In Bloom	The majority of this expenditure occurs in the summer months with the remaining portion being charged in winter.	As previously reported
134	CCTV		
4115	Insurance	As explained within cost centre 103	
4676	Maintenance - CCTV	The budget is currently higher than the linear percentage due to upfront payments for annual and quarterly maintenance costs.	The budget remains 40.3% of the annual allocation, consistent with July's position. This continues to reflect the upfront payments made earlier in the year for annual and quarterly maintenance costs.

		16 July 2025 (Report 50-25)	20-Nov-25
135	Events		
4080	D-Day 80		There is no further spend anticipated to come from this budget, however the underspend will part offset the Christmas Event expenditure which is projected to reach £10,000.
4115	Insurance	As explained within cost centre 103	As previously reported
4281	Christmas Event Expenditure		The cost of lanterns for the Christmas Magic event has increased significantly since last year, which was not known at the time the budgets were set. It is projected that total costs could exceed £10,000 but will be offset by the underspend within 4080 (mentioned above) and the income raised for the event.
140	Lifeguard Hut		
4115	Insurance	As explained in cost centre 103 above	As previously reported
4274	Projects Expenditure	This budget relates to essential works required for the conversion to the new lifeguard hut.	The projects budget of £5,000 for the conversion of the new lifeguard facility was based on estimates at the time of budget setting. Final costs were higher than anticipated, resulting in an overspend of £1,032.
145	Concessions & Street Trading		
1024	Salts Café Concession	The income is slightly under budget for the first quarter due to the concessions delayed start.	As previously reported
1026	South Hill Barn Concession	Income will exceed annual budget as the new tender is higher than original budget, reflected in the percentage of quarterly income received.	As previously reported
1027	Splash Point Concession	The income received appears higher than expected at this stage in the year as invoicing is spread across a 7-month period, rather than evenly throughout the year.	The income has now been fully received
1028	Martello Café Concession	Invoicing is being invoiced quarterly over the year.	As previously reported
1029	West View Kiosk Concession	Invoicing is being invoiced quarterly over the year.	As previously reported
1031	Dane Road Concession	Income will exceed annual budget as the new tender is higher than original budget, reflected in the percentage of quarterly income received.	As previously reported
1032	Marine Parade Concession	Invoicing is being invoiced quarterly over the year.	As previously reported
1033	Bonningstedt Prom Concession	Income will exceed annual budget as the new tender is higher than original budget, reflected in the percentage of quarterly income received.	As previously reported
1034	Bonningstedt Steps Concession	Income will exceed annual budget as the new tender is higher than original budget.	As previously reported
1035	Old Town Hall Concession	Invoicing is being invoiced quarterly over the year.	As previously reported
1036	West View Beach Hut Concession	The budget will not be realised in 2025-2026 as the WVBH concessions are not operating, following a decision made subsequent to budget approval.	As previously reported
1083	Income Street Market	This has been fully invoiced for the year.	As previously reported
4115	Insurance	As explained within cost centre 103	As previously reported
4275	Building Maintenance	Due to essential works required at the Salts Café, this budget has already been exceeded. Further electrical works are anticipated, and it is likely that total expenditure under this code could exceed £7,000. However, the overspend can be offset by the higher-than-budgeted income received from concessions.	When the budget was originally set under the previous committee structure, estimates had to be reallocated across new account codes within the new structure. As a result, some of these reallocated figures were based on best estimates and not always accurate. However, due to essential works at the Salts Cafe and Martello Cafe not known at the time of budget setting, the costs of these additional spends will be taken from the Building Maintenance EMR.
146	Martello Changing Places		
4115	Insurance	As explained within cost centre 103	As previously reported
206	Hurdis House		
4115	Insurance	As explained within cost centre 103	As previously reported
4301	Public Works Loan Payment		The PWLB loan for Hurdis House came to an end in August when the final instalment was paid.

Report No:	102/25
Agenda Item No:	6
Committee:	Assets & Facilities
Date:	20 November 2025
Title:	Assets & Facilities Committee Draft Budget Report, 2026 - 2027
By:	Darryl Keech, Deputy Town Clerk & Responsible Financial Officer (RFO)
Purpose of Report:	To present the Assets & Facilities Draft Budget for 2026 – 2027 for consideration and recommendation to the Finance & General Purposes Committee

Actions

The Committee is advised:

1. To consider and discuss its draft budget for the 2026 – 2027 financial year.
2. To move to a vote on the motions below

Recommendations

The Committee is recommended:

1. To recommend the draft Assets & Facilities Committee Budget 2026 - 2027 to the Finance & General Purposes Committee for consideration.
2. To note that the figures relating to the Grounds Maintenance Contract are not yet known, due to the ongoing tender process, but that following Full Council approval of the preferred contractor these will be updated in the final draft budget being presented to Full Council in January 2026.

1. Background

- 1.1** The Town Council has a statutory duty to set a budget annually, and to use this budget to determine the amount requested as the precept (the amount of council tax the Town Council needs to raise to offset its net expenditure once income and any use of reserves have been taken into account).
- 1.2** Each committee with budget responsibility formulates its own budget request, which is then consolidated and reviewed by the Finance & General Purposes Committee to formulate an overall budget for the Town Council.
- 1.3** Every effort is made to produce a draft proposal which accurately reflects the likely income and expenditure for the year, with figures based on known costs, inflationary increase and/or the best estimates where absolute figures are unavailable.

2. Summary

- 2.1** Attached to this report, as Appendix 1, is the draft Assets & Facilities Committee Budget for 2026 - 2027 along with budget projections to 2030 - 2031.
- 2.2** All budgets have been set on a prudent basis. Income has only been included where certain, expenditure is realistic, and savings have been made where possible.
- 2.3** All utilities have a 5% increase applied and insurance a 6% increase on last year's budgets based on the current year projected outturn.
- 2.4** With the exception of those budget lines that have set increases, the majority of income and expenditure has been based on the Consumer Price increase (CPI) for the 12 month average proceeding the budget setting period (October 2024 to September 2025) and this is the calculation that officers will apply for all future budget setting. This approach provides a consistent, transparent and objective method for applying increases year on year.
- 2.5** When comparing the proposed budget figures to this year's current Assets & Facilities budget, a key difference is that there was no allocation in the 2025 - 2026 budgets for projects. Projects currently proposed for 2026 - 2027 make up £63,000 of the overall expenditure and are linked directly to the Town Council's recently adopted 2025 – 2027 Strategy Programme (the 'strategic plan').

- 2.6** As part of the budget setting process, the figures have been reviewed by relevant Town Council officers.
- 2.7** It is important to note that committee structure changes approved by Full Council in December 2024, which came into effect in May 2025, mean that it is not possible to accurately compare to the previous Community Services Budget. There are therefore no previous year's figures included in Appendix 1 for comparative purposes.
- 2.8** The current budget position is a requirement of £169,503 to offset the net expenditure, an increase of just over £45,000 on the current projected outturn.
- 2.9** Members are asked to note that officers continue to work on some aspects of the budget, the most significant part being the Grounds Maintenance Contract. This is anticipated to see an uplift of around 38% on current costs and has been budgeted as such until a new contractor(s) has been approved. This approval is due to be agreed by Full Council at an extraordinary meeting in January 2026, after which the budget figures can be updated accordingly (where required) ahead of the final draft budget being presented to January Full Council.
- 2.10** Commentary provided below highlights areas of significant variation and those not covered in the points above.

3. Budget Information

The View (cost centre 103)

- 3.1** (1050) Rental Income is fixed and remains at £60,000 per annum. The profit share agreement has not been forecast as its full year completion falls outside of the budget period.
- 3.2** (1093) Income Rates have returned to their full value at the end of the previous Retail, Hospitality and Leisure (RHL) 40% rate relief period ending 31 March 2026. Whilst there are prospective plans in place for 2026 – 2027, these are yet to be confirmed in the budget at the time of drafting the report. This cost is replicated in expenditure code (4051) Rates.
- 3.3** (4155) Professional Fees include an allocation of £2,000 should there be any need for professional services, such as legal professionals, surveyors or consultants, for example.

- 3.4 (4270) Vehicle and Equipment Maintenance has been doubled (from £1,000 to £2,000) to cover potential equipment maintenance liabilities and repairs that may arise during the year.
- 3.5 Net (expenditure) Income versus current projected outturn at The View increases by 25% (£9,194).

Memorials (cost centre 109)

- 3.6 (4254) Martello Entertainment Area the projected outturn of £31,350 this year is for full refunds to those who purchased plaques and will not be replicated next year. Any remaining amounts where refunds have not been requested will be moved into an earmarked reserve (EMR). This budget is reduced for 2026 - 2027 to just £500 to cover potential repairs to benches in this area.

The Crypt (cost centre 113)

- 3.7 (4275) Building Maintenance the only significant change is the 50% (£5,000) reduction in budget versus the projected outturn. This pulls through directly into overall Net (Expenditure) Income

Public Toilets (cost centre 114)

- 3.9 (4203) Public Toilet Cleaning sees an increase of 29.5% (£12,205) when compared with the projected outturn for the current year. We have factored in increased cleans, along with the potential of a new contract which will include consumables.
- 3.10 (4275) Building Maintenance has been increased by 8.3% (£500) on the projected outturn, this supports the increased requirement to maintain these areas as a result of increased vandalism.
- 3.11 4502 Toilet Hire has £10,000 allocated to cover a temporary arrangement/solution for the summer period to meet demands.

Martello Tower (cost centre 115)

- 3.12 (4275) Building Maintenance has reduced against budget and projected outturn by £17,000. Funds allocated for works to address leak issues this year may be moved into EMR should they not be completed by year end.

Beach Huts (cost centre 118)

- 3.13 (1061) Beach Hut Annual Rental projected outturn is 10% lower than this year's budget due to having one less hut to rent out, as use of this was donated to Seaford Lifeguards to reinstate the provision of a Lifeguard

station at the eastern end of the seafront. Income for the 2026 - 2027 budget increases by CPI.

- 3.14** (1094) Income Seasonal Beach Huts is showing as 24.4% down on this year's budget but officers are in the process of finalising the income figures, so this may be subject to change. The 2026 - 2027 budget uses this projected outturn as a base, whilst a review of fee structure is undertaken and presented back to this Committee in February 2026 alongside an analysis of the 2025 scheme performance.
- 3.15** (4258) Seasonal Beach Hut Revenue Expenditure shows a 31% reduction against the current year's budget. This reflects the concession West View Beach Huts now being within cost centre 145.
- 3.16** (4275) Building Maintenance will see a 402.6% (£24,682) increase which includes the one off works to replace 8 x doors and 10 x windows at the Martello Beach Huts. This does not consider the outcome of the review of these within the strategic plan.

Seaford in Bloom (cost centre 121)

- 3.17** (4402) Seaford in Bloom costs potentially increase by 59.6% due to the forthcoming Grounds Maintenance Contract changes. This is higher than the 38% increase applied elsewhere due to the additional management of the Morrison's flower beds, previously maintained by a volunteer group, that wish to relinquish responsibility for this area.

CCTV (cost centre 134)

- 3.18** 4276 Maintenance CCTV has increased by 12.6% (£550) from the projected outturn but is 48.5% (£4,718) lower than the current year's budget due to the newer cameras installed requiring less maintenance than previous.

Events (cost centre 135)

- 3.19** (4273) Christmas Lights lighting goes out for tender for 2026 - 2027 and this is based on the provisional quote provided by the existing provider. There is an increase of 31.1% (£2,850) on the projected outturn.
- 3.20** (4080) D-Day/Victory Days budget has been removed as there are no planned commemorative days for 2026.
- 3.21** (4281) Christmas Event Expenditure budget has increased by 53.8% (£3,500) from its 2025 - 2026 budget, bringing it closer in line to the

current projected outturn. **3.22** (4282) Armed Forces Day has a minimal budget (£500) added as this was previously a cost merged with 4080 D-Day/Victory Days.

Hurdis House (cost centre 206)

3.23 There is a report appearing elsewhere on the on the agenda to allow A&F to consider options and to make a recommendation to January 2026 Full Council. For now, the 2026 - 2027 budget is based broadly on that of previous years apart from the two points highlighted below.

3.24 4275 Building Maintenance has reduced by 20% (£1,000), as officers believe this will be sufficient to cover any essential repairs.

3.25 4301 Public Works Loan Board the loan ended in August 2025 and no further repayments are required.

Project Pool (cost centre 225)

3.26 *(Account codes yet to be assigned)* Projects Expenditure £63,000 is allocated to projects, the majority of which are linked to the recently approved strategic plan. These cover £6,000 for signage (strategic plan (SP) ref 1.3), £20,000 for the evidence base for a new community centre project (SP ref 2.1), £20,000 allocated for reinstatement of The Crouch toilets (estimated at this stage) (SP ref 3.2D), new bin provision £10,000 (estimated) (SP ref 3.3), cycle racks at The Salts £4,500 (estimated), and splitting the water meter at Bönningstedt at £2,500 (estimated). Prudently estimated costs have been used for the purposes of budget setting but do not negate the need for Committee approval. Where approval on any of these projects is required, reports will be brought back to this Committee and associated costs confirmed.

4. Hire Charges

4.1 Attached to this report as Appendix 2 are the proposed new hire charges. The figures within the draft budget have been based upon these revised hire fees.

4.2 As mentioned in 2.4, this year officers have made the decision to increase all hire prices by CPI 3.8% (based on the average of the previous 12 months from October 2024 to September 2025). Where contracts/concessions are in place, these contractual terms remain.

Previously a blanket 3% has been used for many years but it is felt a more relevant measure (aligning with CPI) should be put in place.

5. Contact Officer

- 5.1** The contact Officer for this report is Darryl Keech, Deputy Town Clerk and RFO.

Account Cost Centre		2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<u>The View</u> Cost Centre 103										
1050	Income Rent	48,750	32,425	49,192	442	60,000	60,000	60,000	60,000	60,000
1093	Income Rates	5,848	3,392	5,651	(197)	8,212	8,524	8,848	9,184	9,533
The View Income		54,598	35,817	54,843	245	68,212	68,524	68,848	69,184	69,533
4051	Rates	5,848	3,392	5,651	(197)	8,212	8,524	8,848	9,184	9,533
4115	Insurance	3,030	3,071	3,071	41	3,255	3,379	3,507	3,641	3,779
4155	Professional fees	-	-	2,000	2,000	2,000	1,000	1,000	1,000	1,000
4261	General Maintenance	1,000	-	1,000	-	1,000	1,000	1,000	1,000	1,000
4270	Vehicles & Equipment Maintenance	1,000	125	1,000	-	2,000	1,000	1,000	1,000	1,000
4275	Building Maintenance	4,092	4,259	4,600	508	5,000	5,000	5,000	5,000	5,000
4279	Fire & Security	752	507	778	26	808	838	870	903	937
The View Expenditure		15,722	11,354	18,100	2,378	22,275	20,741	21,225	21,728	22,250
<u>Net (Expenditure) Income</u>		38,876	24,463	36,743	(2,133)	45,937	47,783	47,623	47,456	47,284
<u>The View Capital Costs</u> Cost Centre 104										
		-	-	-	-	-	-	-	-	-
Capital Costs Income		-	-	-		-	-	-	-	-

Account Cost Centre		2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
4301	Public Works Loan Payment	105,000	52,488	105,000	-	105,000	105,000	105,000	105,000	105,000
	Capital Costs Expenditure	105,000	52,488	105,000	-	105,000	105,000	105,000	105,000	105,000
		-								
	<u>Net (Expenditure) Income</u>	(105,000)	(52,488)	(105,000)	-	(105,000)	(105,000)	(105,000)	(105,000)	(105,000)
	<u>Memorials</u>									
	Cost Centre 109									
	Memorial Benches Income	-	-	-	-	-	-	-	-	-
	Memorials Income	-	-	-	-	-	-	-	-	-
4052	Water & Sewerage	190	79	148	(42)	163	171	179	188	198
4115	Insurance	266	266	266	-	282	293	304	315	327
4204	War Memorial (Sutton Road)	800	-	-	(800)	800	800	800	800	800
4250	Memorial Benches	2,500	25	2,500	-	2,500	2,500	2,500	2,500	2,500
4254	Martello Entertainment Area	-	22,550	31,350	31,350	500	500	500	500	500
4255	The Shoal Maintenance	500	-	500	-	500	500	500	500	500
	Memorials Expenditure	4,256	22,920	34,764	30,508	4,745	4,764	4,783	4,804	4,825
	<u>Net (Expenditure) Income</u>	(4,256)	(22,920)	(34,764)	(30,508)	(4,745)	(4,764)	(4,783)	(4,804)	(4,825)
	<u>Crypt</u>									
	Cost Centre 113									
1057	Income Electricity Recharge	1,800	333	873	(927)	917	962	1,011	1,061	1,114
1058	Income Water Recharge	315	96	376	61	395	415	435	457	480
1063	Income Gas Recharge	1,148	188	647	(501)	679	713	749	786	826
	Crypt Income	3,263	617	1,896	(1,367)	1,991	3,462	3,566	3,673	2,420
4052	Water & Sewerage	315	96	376	61	395	415	435	457	480
4055	Electricity	1,800	333	873	(927)	917	962	1,011	1,061	1,114
4056	Gas	1,148	188	647	(501)	679	713	749	786	826

Account Cost Centre		2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
4115	Insurance	320	319	319	-1	338	351	364	378	393
4154	Land Registry Fees	-	300	300	300	-	-	-	-	-
4275	Building Maintenance	10,000	-	10,000	-	5,000	5,000	5,000	5,000	5,000
4279	Fire & Security	150	110	110	(40)	300	311	323	336	348
Crypt Expenditure		13,733	1,346	12,625	(1,108)	7,629	7,753	7,882	8,018	8,161
<u>Net (Expenditure) Income</u>		(10,470)	(729)	(10,729)	(259)	(5,638)	(4,291)	(4,317)	(4,346)	(5,741)
<u>Public Toilets (Previously South Street Toilets)</u>										
Cost Centre 114										
Public Toilet Income		-	-	-	-	-	-	-	-	-
4115	Insurance	627	626	626	(1)	664	689	715	742	770
4203	Public Toilet Cleaning	53,500	17,294	41,295	(12,205)	53,500	55,533	57,643	59,834	62,107
4275	Building Maintenance	2,380	4,459	6,000	3,620	6,500	6,747	7,003	7,270	7,546
4502	Toilet Hire	-	150	150	150	10,000	-	-	-	-
Public Toilet Expenditure		56,507	22,529	48,071	(8,436)	70,664	62,969	65,362	67,845	70,423
<u>Net (Expenditure) Income</u>		(56,507)	(22,529)	(48,071)	8,436	(70,664)	(62,969)	(65,362)	(67,845)	(70,423)
<u>Martello Tower</u>										
Cost Centre 115										

Account Cost Centre		2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
Martello Income		-	-	-	-	-	-	-	-	-
4115	Insurance	3,590	3,590	3,590	-	3,805	3,950	4,100	4,256	4,418
4275	Building Maintenance	18,000	-	18,000	-	1,000	1,000	1,000	1,000	1,000
Martello Tower Expenditure		21,590	3,590	21,590	-	4,805	4,950	5,100	5,256	5,418
<u>Net (Expenditure) Income</u>		(21,590)	(3,590)	(21,590)	-	(4,805)	(4,950)	(5,100)	(5,256)	(5,418)
<u>Beach Huts</u>										
Cost Centre 118										
1054	Income Other	-	460	460	460	-	-	-	-	-
1057	Income Electricity Recharge	50	41	41	(9)	43	45	47	50	52
1057	Income Water Recharge	-	-	-	-	609	639	671	705	740
1060	Beach Hut Site Licence	28,987	29,004	29,004	17	30,107	31,011	31,941	32,899	33,886
1061	Beach Hut Annual Rental	13,222	11,903	11,903	(1,319)	12,355	12,725	13,107	13,500	13,905
1094	Income Seasonal Beach Huts	14,000	10,587	10,587	(3,413)	10,989	11,407	11,840	12,290	12,757
Beach Huts Income		56,259	51,995	51,995	(4,264)	54,103	55,827	57,607	59,445	61,341
4051	Rates	5,045	3,075	5,115	70	5,309	5,511	5,721	5,938	6,164
4052	Water & Sewerage	480	368	1,160	680	1,218	1,279	1,343	1,410	1,480
4055	Electricity	1,006	124	296	(710)	311	326	343	360	378
4115	Insurance	565	678	678	113	719	746	774	804	834
4156	Bank Charges	-	11	11	11	11	12	12	13	13

Account Cost Centre		2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
4258	Seasonal Beach Hut Revenue Expenditure	13,500	7,693	8,930	(4,570)	9,269	9,622	9,987	10,367	10,761
4259	Bonningstedt Wall	-	45,973	45,973	45,973	-	-	-	-	-
4275	Building Maintenance	900	29	6,130	5,230	30,812	1,000	1,000	1,000	1,000
4502	Toilet Hire	1,313	713	1,455	142	1,510	1,568	1,627	1,689	1,753
	Beach Huts Expenditure	22,809	58,664	69,748	46,939	49,160	20,063	20,807	21,580	22,383
	<u>Net (Expenditure) Income</u>	33,450	(6,669)	(17,753)	(51,203)	4,944	35,764	36,800	37,865	38,958
	<u>Seaford In Bloom</u>									
	Cost Centre 121									
1025	Sponsorship	500	500	500	-	500	500	500	500	500
	Seaford In Bloom Income	500	500	500	-	500	500	500	500	500
4402	Seaford In Bloom	6,263	6,287	6,287	24	10,000	10,000	10,000	10,000	1,000
	Seaford In Bloom Expenditure	6,263	6,287	6,287	24	10,000	10,000	10,000	10,000	1,000
	<u>Net (Expenditure) Income</u>	(5,763)	(5,787)	(5,787)	(24)	(9,500)	(9,500)	(9,500)	(9,500)	(500)
	<u>Other Recreation</u>									
	Cost Centre 130									
	Other Recreation Income	-	-	-	-	-	-	-	-	-
4410	Swimming Pool	10,000	-	10,000	-	10,000	10,000	10,000	10,000	10,000
	Other Recreation Expenditure	10,000	-	10,000	-	10,000	10,000	10,000	10,000	10,000

Account Cost Centre		2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<u>Net (Expenditure) Income</u>		(10,000)	-	(10,000)	-	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
<u>CCTV</u>										
Cost Centre 134										
		-	-	-	-	-	-	-	-	-
CCTV Income		-	-	-	-	-	-	-	-	-
4055	Electricity	4,163	1,183	4,732	569	4,969	5,217	5,478	5,752	6,039
4115	Insurance	110	110	110	-	117	121	126	130	135
4276	Maintenance - CCTV	9,718	3,919	4,450	(5,268)	5,000	5,190	5,387	5,592	5,804
CCTV Expenditure		13,991	5,212	9,292	(4,699)	10,085	10,528	10,991	11,474	11,979
<u>Net (Expenditure) Income</u>		(13,991)	(5,212)	(9,292)	4,699	(10,085)	(10,528)	(10,991)	(11,474)	(11,979)
<u>Events</u>										
Cost Centre 135										
1075	Income Christmas Event	-	-	-	-	-	-	-	-	-
Community Service Events Income		-	-	-	-	-	-	-	-	-
4080	D-Day/Victory Days	2,000	392	392	(1,608)	-	-	-	-	-
4115	Insurance	68	67	67	(1)	71	74	77	79	82
4195	Events Expenditure	1,500	83	1,083	(417)	1,500	1,500	1,500	1,500	1,500
4273	Christmas Lights	10,000	-	9,150	(850)	12,000	12,000	12,000	12,000	12,000
4281	Christmas Event Expenditure	6,500	6,827	9,983	3,483	10,000	10,000	10,000	10,000	10,000

Account Cost Centre		2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
4282	Armed Forces Day Expenditure	-	-	-	-	500	500	500	500	500
	Community Service Events Expenditure	20,068	7,369	20,675	607	24,071	24,074	24,077	24,079	24,082
	<u>Net (Expenditure) Income</u>	(20,068)	(7,369)	(20,675)	(607)	(24,071)	(24,074)	(24,077)	(24,079)	(24,082)
	<u>Lifeguard Hut</u>									
	Cost Centre 140									
	Lifeguard Hut Income	-	-	-	-	-	-	-	-	-
4115	Insurance	51	51	51	-	54	56	58	60	63
4274	Projects Expenditure	5,000	6,032	6,032	1,032	-	-	-	-	-
4275	Building Maintenance	-	-	-	-	-	-	-	-	-
	Lifeguard Hut Expenditure	5,051	6,083	6,083	1,032	54	56	58	60	63
	<u>Net (Expenditure) Income</u>	(5,051)	(6,083)	(6,083)	(1,032)	(54)	(56)	(58)	(60)	(63)
	<u>Concessions</u>									
	Cost Centre 145									
1024	Salts Café Concession	24,000	15,481	21,606	(2,394)	25,500	26,000	26,988	28,014	29,078
1026	South Hill Barn Concession	3,500	4,050	5,400	1,900	5,400	5,400	5,605	5,818	6,039
1027	Splash Point Concession	6,500	6,695	6,695	195	6,896	7,158	7,430	7,712	8,005
1028	Martello Café Concession	14,808	8,897	15,252	444	15,710	16,307	16,927	17,570	18,238
1029	West View Kiosk Concession	8,340	6,255	8,340	-	8,590	8,850	9,100	9,370	9,726
1031	Dane Road Concession	3,600	7,500	10,000	6,400	11,000	12,000	12,456	12,929	13,421
1032	Marine Parade Concession	21,500	16,125	21,500	-	21,500	22,317	23,165	24,045	24,959
1033	Bonningstedt Prom Concession	6,000	6,300	8,400	2,400	8,400	8,400	8,719	9,051	9,394
1034	Bonningstedt Steps Concession	2,500	3,500	3,500	1,000	4,000	4,500	4,671	4,848	5,033
1035	Old Town Hall Concession	2,664	1,601	2,744	80	2,826	2,933	3,045	3,161	3,281

Account Cost Centre		2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
1036	West View Beach Hut Concessions (x 4)	4,900	-	-	(4,900)	-	-	-	-	-
1057	Income Electricity Recharge	12,234	1,170	3,321	(8,913)	3,487	3,661	3,844	4,037	4,239
1058	Income Water Recharge	5,356	46	907	(4,449)	952	1,000	1,050	1,102	1,158
1083	Income Street Market	471	471	471	-	489	507	527	547	568
Concession Income		116,373	78,091	108,136	(8,237)	114,750	119,034	123,527	128,204	133,138
4052	Water & Sewerage	5,343	25	1,228	(4,115)	1,289	1,354	1,422	1,493	1,567
4055	Electricity	11,375	1,219	4,517	(6,858)	4,743	4,980	5,229	5,490	5,765
4115	Insurance	538	538	538	-	570	592	614	638	662
4275	Building Maintenance	1,735	11,722	12,922	11,187	10,000	10,000	10,000	10,000	10,000
Concession Expenditure		18,991	13,504	19,205	214	16,603	16,926	17,265	17,621	17,994
Net (Expenditure) Income		97,382	64,587	88,931	(8,451)	98,148	102,108	106,262	110,583	115,143
<u>Martello Changing Places</u>										
Cost Centre 146										
Martello Changing Places Income		-	-	-	-	-	-	-	-	-
4055	Electricity	2,000	133	265	(1,735)	278	292	307	322	338
4115	Insurance	112	112	112	-	119	123	128	133	138
4275	Building Maintenance	400	227	2,730	2,330	3,000	3,000	3,000	3,000	3,000
Martello Changing Places Expenditure		2,512	472	3,107	595	3,397	3,415	3,435	3,455	3,476
Net (Expenditure) Income		(2,512)	(472)	(3,107)	(595)	(3,397)	(3,415)	(3,435)	(3,455)	(3,476)
<u>Premises - Hurdis House</u>										
Cost Centre 206										

Account Cost Centre		2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
1050	Income Rent	-	-	-	-	-	-	-	-	-
1051	Income Insurance Recharge	-	-	-	-	-	-	-	-	-
Premises - Hurdis House Income		-	-	-	-	-	-	-	-	-
4115	Insurance	541	540	540	(1)	572	594	617	640	664
4154	Land Registry Fees	-	35	-	-	-	-	-	-	-
4155	Professional Fees	2,000	1,250	2,000	-	2,000	2,000	2,000	2,000	2,000
4275	Building Maintenance	5,000	71	5,000	-	4,000	4,000	4,000	4,000	4,000
4301	Public Works Loan Board	7,500	7,501	7,500	-	-	-	-	-	-
Premises-Hurdis House Expenditure		15,041	9,397	15,040	(1)	6,572	6,594	6,617	6,640	6,664
Net (Expenditure) Income		(15,041)	(9,397)	(15,040)	1	(6,572)	(6,594)	(6,617)	(6,640)	(6,664)
Projects Pool - A&F										
Cost Centre 225										
1053	Income Grants	-	-	-	-	-	-	-	-	-
Projects Pool Income		-	-	-	-	-	-	-	-	-
TBA	Strategic Plan Potential Costs - Signage	-	-	-	-	6,000	6,000	6,000	6,000	6,000
TBA	Strategic Plan Potential Costs - Community Centre				-	20,000	-	-	-	-
TBA	Strategic Plan Potential Costs - Reinstating Crouch Toilet					20,000	-	-	-	-
TBA	Strategic Plan Potential Costs - New Bin Provision				-	10,000	-	-	-	-
TBA	Cycle Racks at Salts					4,500	-	-	-	-
TBA	Bonningstedt Water Meter Split					2,500				
TBA	Strategic Plan Potential Costs - Aquire Appropriate Assets		-	-	-	-	-	-	-	-
Projects Pool - A&F Expenditure		-	-	-	-	63,000	6,000	6,000	6,000	6,000
Net (Expenditure) Income		-	-	-	-	(63,000)	(6,000)	(6,000)	(6,000)	(6,000)

Account Cost Centre		2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
<u>Planning & Highways</u>										
Cost Centre 301										
Planning & Highways Income		-	-	-	-	-	-	-	-	-
4263	Bus Shelter Maintenance/Cleaning	1,000	307	1,000	-	1,000	1,000	1,000	1,000	1,000
Planning & Highways Expenditure		1,000	307	1,000	-	1,000	1,000	1,000	1,000	1,000
<u>Net Expenditure (Income)</u>		(1,000)	(307)	(1,000)	-	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
<u>ASSETS & FACILITIES COMMITTEE SUMMARY</u>										
Net Expenditure (Income)										
103	The View	38,876	24,463	36,743	(2,133)	45,937	47,783	47,623	47,456	47,284
104	The View Capital Costs	(105,000)	(52,488)	(105,000)	-	(105,000)	(105,000)	(105,000)	(105,000)	(105,000)
109	Memorials	(4,256)	-	(34,764)	(30,508)	(4,745)	(4,764)	(4,783)	(4,804)	(4,825)
113	Crypt	(10,470)	(729)	(10,729)	(259)	(5,638)	(4,291)	(4,317)	(4,346)	(5,741)
114	Public Toilets <i>(previously South Street Toilets)</i>	(56,507)	(22,529)	(48,071)	8,436	(70,664)	(62,969)	(65,362)	(67,845)	(70,423)
115	Martello Tower	(21,590)	(3,590)	(21,590)	-	(4,805)	(4,950)	(5,100)	(5,256)	(5,418)
118	Beach Huts	33,450	(6,669)	(17,753)	(51,203)	4,944	35,764	36,800	37,865	38,958
121	Seaford In Bloom	(5,763)	(5,787)	(5,787)	(24)	(9,500)	(9,500)	(9,500)	(9,500)	(500)
130	Other Recreation	(10,000)	-	(10,000)	-	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
134	CCTV	(13,991)	(5,212)	(9,292)	4,699	(10,085)	(10,528)	(10,991)	(11,474)	(11,979)
135	Events	(20,068)	(7,369)	(20,675)	(607)	(24,071)	(24,074)	(24,077)	(24,079)	(24,082)
140	Lifeguard Hut	(5,051)	(6,083)	(6,083)	(1,032)	(54)	(56)	(58)	(60)	(63)
145	Concessions	97,382	64,587	88,931	(8,451)	98,148	102,108	106,262	110,583	115,143
146	Martello Changing Places	(2,512)	(472)	(3,107)	(595)	(3,397)	(3,415)	(3,435)	(3,455)	(3,476)
206	Hurdis House	(15,041)	(9,397)	(15,040)	1	(6,572)	(6,594)	(6,617)	(6,640)	(6,664)
225	Projects Pool - A&F	-	-	-	-	(63,000)	(6,000)	(6,000)	(6,000)	(6,000)

Account Cost Centre		2025-26	2025-26	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031
Code		Approved Budget	Actual to 30/09/2025	Projected Outturn	Variance	Draft Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
301	Planning & Highways	(1,000)	(307)	(1,000)	-	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
Total Net Committee Requirement		(101,541)	(31,582)	(183,217)	(81,676)	(169,503)	(67,486)	(65,554)	(63,556)	(53,787)
Total Committee Income		230,993	167,020	217,370	(13,623)	239,557	247,348	254,048	261,005	266,932
Total Committee Expenditure		332,534	221,522	400,587	68,053	409,060	314,833	319,602	324,561	320,719
Total Net Committee requirement		(101,541)	(54,502)	(183,217)	(81,676)	(169,503)	(67,486)	(65,554)	(63,556)	(53,787)
Plus Expenditure from EMR:										
EMR321 - Building Maintenance			3,150	3,150						
EMR362 - Seafront Projects			9,770	9,770						
EMR375 - Bonningstedt Wall			45,973	45,973						
Less Income transferred to EMR:										
		(101,541)	4,391	(124,324)		(169,503)	(67,486)	(65,554)	(63,556)	(53,787)

APPENDIX TWO

PROPOSED Hire Charges
Effective from 1 April 2026 - 31 March 2027

Increased by 3.8% (CPI) rounded up to nearest 5 per

Open Spaces	Not for Profit / Voluntary Groups (All Exempt from VAT with exception of SHB)				Commercial / Other External Organisations (All Exempt from VAT with exception of SHB)	
	Day Rate	Block Booking Day Rate *	Set Up Rate	Block Booking Set Up Rate *	Day Rate	Set Up Rate
Crouch Gardens - Ornamental	£ 51.40	n/a	£ 25.95	n/a	£ 204.10	£ 102.10
Crouch Gardens - Mini Pitch Area	£ 51.40	n/a	£ 25.95	n/a	£ 204.50	£ 102.25
Martello East Field	£ 193.10	n/a	£ 96.55	n/a	£ 352.40	£ 176.50
Martello West Field	£ 82.55	£ 50.90	£ 41.55	£ 25.45	£ 329.05	£ 164.55
Promenade	n/a	n/a	n/a	n/a	£ 212.80	n/a
Salts Recreation Grounds	£ 132.90	£ 66.45	n/a	n/a	£ 530.95	£ 265.75
South Hill Barn (SHB) (Prices Include VAT)	£ 42.60	n/a	£ 21.30	n/a	£ 169.75	£ 84.60

Hourly Rates for the above are provided upon request

* Not-for-Profit/Voluntary Group block bookings of 5 plus (paid in advance)

Static Beach Huts (Prices Include VAT)	
Martello - Site Licence	£ 493.60
Martello - Rental Fees	£ 1,647.30
Bonningstedt - Site Licence	£ 572.45

Tennis (Exempt from VAT)	
Annual Pass	£ 59.15
Pay and Play	£ 8.85
Additional Floodlight Fee	£ 2.60

West View Seasonal Beach Huts (Prices Include VAT)	
20% off daily rate when booking seven days or more Up to a maximum of 14 consecutive days can be booked	
Season	Daily Hire (Max 14 Days)
Off Peak (April, May, June & Sept)	£ 25.95
Peak (July & August)	£ 31.15

Street Markets	
Church Street	
Every Other Saturday April 25 - March 26	£488.90



Seaford Town Council

Report No:	103/25
Agenda Item No:	7
Committee:	Assets & Facilities
Date:	20 November 2025
Title:	Establishment of a Concessions Working Group
By:	Peter Cousin, Head of Place
Purpose of Report:	To establish a Concessions Working Group, in accordance with the Town Council's strategic plan, and set the group's terms of reference

Actions

The Committee is advised:

1. To consider the proposed terms of reference for a Concessions Working Group.
2. To invite interest from up to five councillors that would be interested in joining the group.
3. To move to a vote on the motions below.

Recommendations

The Committee is recommended:

1. To approve the establishment of a Concessions Working Group.
2. To agree the terms of reference for the Concessions Working Group.

1. Introduction

- 1.1** In accordance with the Town Council's recently adopted 2025 – 2027 Strategic Programme, this report is facilitating the establishment of a Concessions Working Group and the setting of its terms of reference.

2. Information

- 2.1** Strategic goal 1.1a is to 'establish an A&F Concessions Working Group to review the current concession, lease and licence process / arrangements' by January 2025.
- 2.2** Strategic goal 1.1b then requires the Working Group to devise recommendations and obtain Full Council approval by October 2026, with any new processes or arrangements implemented by April 2027 (strategic goal 1.1c).
- 2.3** The purpose and scope of the proposed group is set out in further detail in the terms of reference below but, ultimately, the group will be looking more strategically at the Town Council's current concession arrangements ahead of eight of the Town Council's concession licences expiring in March 2027.

3. Concessions Working Groups - Terms of Reference

- 3.1** The terms of reference of the Concessions Working Group will be as follows:
- 3.2** Purpose: the group will be reviewing the Town Council's current concession arrangements - what the Town Council wants to achieve with and from its concessions, and how this can be achieved. Examples of areas that this review are likely to cover include:
 - (a)** concession sites available (current and potential new) and the associated opportunities and risks,
 - (b)** types of service / activities provided by concessions (current and potential new),
 - (c)** Length of legal agreement entered into with concessions,
 - (d)** Requirements put on concessions (e.g. minimum opening hours)
- 3.3** It is not envisaged that the group will be reviewing all operational working practices and documentation used in the lifecycle of a concession. This review would be undertaken by officers once the above strategic review has completed, to ensure that these align with and facilitate the Town Council's mission and aims where concessions are concerned.
- 3.4** Membership: up to five councillors, working alongside relevant officers (specific officers to be identified).
- 3.5** Chair: the working group will identify its own Chair at its first meeting or subsequently as required thereafter.

- 3.6** Meeting Details: it is recommended that meetings take place on Wednesdays at 4pm (specific dates to be identified by the group), in a hybrid format (attendance in the offices or via Teams).
- 3.7** Reporting: the group will report back to Full Council with its findings and recommendations.
- 3.8** Timescales: other than the deadline of October 2026 for reporting back to Full Council, there are no specific timescales to be highlighted. The group will however need to factor into its timescales this Committee considering any recommendations ahead of Full Council. In addition, it is also advised that the group looks to hold its initial meeting fairly swiftly after being established, in order to map out the phases of work required, assign tasks and agree future meeting dates that facilitate the final report being ready by October 2026.
- 3.9** Approval: ultimate approval of any changes to or new processes or arrangements will sit with Full Council.
- 3.10** Status: this is a working group and therefore, in accordance with Town Council Standing Order 4 Part 2, is not subject to those Standing Orders relating to committees / sub-committees.

4. Financial Appraisal

- 4.1** There are no direct financial implications as a result of this report.

5. Contact Officer

- 5.1** The Contact Officer for this report is Peter Cousin, Head of Place.